

YOUNGSTOWN FREE LIBRARY BOARD OF TRUSTEES MINUTES

Date: November 25, 2019 Time: 7:00 pm

Present: Sean Scarisbrick, Paul Inskeep, Maggie Steyn, Mary Wieland, Karran Swayze, Claudia Andres, Jerome Andres, Kevin Cassick, Barbara Costello, Lauren Morse (by phone), Sonora Miller

Excused with permission: none

Call to Order: By Sean Scarisbrick at 7:03 pm

Comments from the public: None

Minutes: The minutes from September 23, 2019 and minutes from October 28, 2019 presented.

Motion made by Paul Inskeep and seconded by Kevin Cassick to accept minutes from both meetings as presented. Motion passed.

President's Report:

- Just returned from running marathon in Philadelphia. He finished and the city is just amazing.
- The second letter for the annual fund drive is ready to be mailed.
- Attended the November Friend's meeting. An amazing group of workers. Talked with them about establishing a foundation. Told them that at this time we are just gathering information. His feeling as a result of the discussion was that they would prefer a separate foundation if we decide to go that way.
- Book Sale results: the last 4 book sales saw results in the same ballpark of just over \$3100.
- A reminder that the Friends' Christmas Party is scheduled for Monday, December 2, 2019 at 6 pm in the Officers' Club at Fort Niagara. They would like a tentative count so let Maggie know if you are attending.

Director's Report:

- Sonora reminded members that the Library was selling 2020 calendars for \$15 each with a raffle ticket from Tops for a \$100 gift card.
- Deconstruction of the front counter is scheduled for December 1, 2019. The new computer will be installed with new internet and electrical lines on December 2, 2019. The new copier will be installed December 9, 2019 and the old one removed.
- Still cleaning out magazines. If interested, they are available for home use.
- Cycle Cross bike Rodeo was held on October 27, 2019. Donated the proceeds. **Added the amount of \$1,600 for the donation.**
- A second donation of \$5000 was made for changes to the Children's Room. With the money from 2018, we have \$10,000 available.
- A grant from Nioga will cover the cost of children's books at the Youngstown Christmas in the Village.
- Nioga lawyer Stephanie Cole-Adams is available with hours for hire. She is knowledgeable regarding regulations. It might be good to budget some money for her if we are serious about the Foundation.
- Need volunteers from 10-12 and 12-2 on December 14, 2019 to help with the Christmas in the Village party. Also need volunteers for the Happy New Year Party from 10-11:30am on December 28, 2019. And for the Balloon Drop Party from 11:30 – 1 on December 28. Also for clean-up following the party.
- All staff have taken the Sexual Harassment course through the village portal. It is recommended that board members also take the course. It can be accessed through the village portal and could be done at the library.

- Staff took the Notary Public training. They just need to take the test scheduled for December 3, 2019.
- Hope to find time to work on the web site.
- Need a date for a Skype session with Tom Vitale. Nothing seems good for us in December. Will ask about January 20th or the 1st Monday in February—February 3, 2020.

Treasurer's Report:

- Reports in the Dropbox.. But Maggie did mention that as of October 31, 2019, our finances are still in line with our budget.
- The Fund Drive has brought in \$11,000 so far. With money from earlier in the year, the total is around \$18,000. If all else holds, we could be even for the year.

Correspondence: None.

Friends of the Library:

- Sean reported earlier on the Friends' meeting.
- Electronic Recycle scheduled for May 9, 2020. More information as we get closer to the date.

Old Business:

- Paul is continuing to look into our insurance coverage and the rates we pay. He has 3 contacts. Right now, he suggests we stay with Utica Mutual Insurance. He will continue to investigate. Especially the coverage for the contents of our library which now is capped at \$44,000. We should see about raising it to at least \$100,00 as the average cost per book is \$23 and books on tape run \$65-\$70 each. Need the final numbers from the book inventory and listings for the shelves, tables and chairs.
- Total Space Renovations Committee sent out requests for bids. Received only 2 on design only—\$6,000 and \$7,500. Have done nothing when we got no support from the village. The Friends did approve \$7,500 for the Space Study. Paul will go back to the 2proposals and ask if either one is still interested. Paul will bring the earlier proposals to the next meeting on December 16, 2019. Sean will check with Jan to make sure that the money is still available.

Nominating committee:

- Barb Costello reported she had 3 interested people. She would get back in touch and invite them to the next meeting.

New Business:

- The contract with our CPA is up for renewal. The only change in the rates is the inclusion for the cost of overnight mail for our payroll checks to be mailed to the Library.

The motion was made by Maggie Steyn and seconded by Paul Inskeep to renew the contract with our CPA with the changes noted.. Motion passed.

The motion was made by Sean Scarisbrick and seconded by Jerry Andres for the Christmas bonus checks of \$40 each for the staff for a total of \$200. Motion passed.

- Lauren brought up the idea of the Mini Golf Fund Raiser which would be indoor in the Red Brick School Gym. Initially not much support for the idea. It could be for a family outing or just adults. The cost is based on the # of hours the program lasts. Will bring it back next year for more discussion.

The motion to adjourn was made by Jerry Andres and seconded by Paul Inskeep. Motion carried. Meeting adjourned at 8:26 pm.

Upcoming Calendar Items:

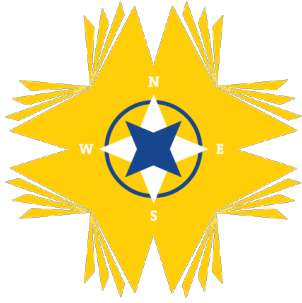
- **Regular meeting/work session December 16, 2019—at 7pm in the Community Room of the Red Brick School**

--Topics for discussion will be the budget and staff and director wages.
- **Annual Association Meeting January 27, 2020 at 6:30pm in the Community Room of the Red Brick School.**
- **Annual Board of Trustees Meeting January 27, 2020 at 7pm in the Community Room of the Red Brick School.**

Respectively submitted:

Karran Swayze
Recording Secretary
Board of Trustees 2019
Youngstown Free Library

Adopted with correction Jan. 27, 2020



Youngstown Free Library

240 Lockport St. Youngstown, NY 14174
(716) 745-3555
www.youngstownfreelibrary.org

Director's Report

November 2019

BUILDING AND GROUNDS

With two staff people working the narrow space behind the Front Desk, it would be helpful to open up the doorway as much as possible to allow people to pass each other. The staff and I have agreed that we would like to take down the cabinet and desktop blocking the doorway between the Front Desk and the staff office. This move will not require any expenses, as it will be done by volunteers. This deconstruction is scheduled to occur on December 1, 2019.

The Library currently has one computer at the Front Desk for checking patrons' items in and out. Now that we are seeing additional circulation and patron traffic, staff are increasingly seeing lines of patrons at the Front Desk. To address this wait issue, I will be moving a computer from the staff office area to the Front Desk to provide two circulation stations. This computer installation is scheduled to occur on December 2, 2019.

The copier/printer is at the end of its five year lease. We will be removing the current Canon copier and installing a new Toshiba copier for a new five-year lease. This removal/installation is scheduled to occur on December 9, 2019.

FRIENDS, FUNDRAISING AND GRANTS

Thanks go out to the Fort Niagara Cyclocross Race for their fundraiser on October 27th; they have donated \$1,607 to the Library.

Thanks go out to Nancy Hartloff for her grant of \$5,000. This is the second year that she has donated to the Youngstown Free Library, and the funding will be used exclusively for renovating the Children's Room.

The Library has received a grant of books to be given away to the community. These will be distributed in the annual Christmas baskets to families with children.

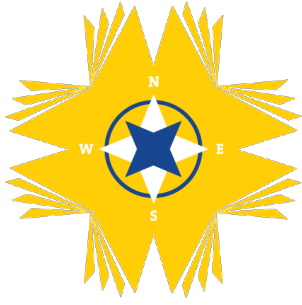
NIOGA/MEMBER LIBRARY PARTNERSHIPS & CONTINUING EDUCATION

I attended a library system-wide workshop for Human Resources and the Law at Nioga earlier in November. This workshop addressed legal planning for policies, employees and insurance.

PROGRAMMING IN AND OUTSIDE THE LIBRARY

Programming continues beautifully! Program numbers and attendees for 2019 will be tallied at the end of the year. Two upcoming children's programs to be aware of:

- Christmas in the Village, December 14th: The Library could use two volunteers (one for 10-12 shift, and a second for 12-2 shift) to assist with games and crafts.



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- Happy Noon Year Party, December 28th: The Library could use two volunteers (one for 10-11:30 setup, and a second for 11:30-1 party and cleanup) to assist with the balloon drop, crafts, food and celebration.

PUBLICITY UPDATES

We maintain an active presence in the community with the following outreach and social media:

Facebook: 816 followers: <https://www.facebook.com/youngstownfreelibrary/>

Twitter: 41 followers: <https://twitter.com/ytownlibrary>

Instagram: 299 followers: <https://www.instagram.com/youngstownfreelibrary>

STAFF

All staff members have completed mandatory sexual harassment training for the next twelve months.

Two library clerks attended notary public training last month through the Lewiston-Porter continuing education program. Over the past few weeks, they have been studying and preparing for the certification test. They are planning to take the exam in Buffalo on December 3.

Once they pass the exam and complete the surrounding tasks, then the Library will be able to offer notary service during our weekday evening hours. This service is not currently offered in Youngstown outside of Village Office hours.

VOLUNTEERS

Thank you to *all* our dedicated volunteers, Board members, Friends, Youngstown, and Porter community; I am grateful for the help provided by all.

Respectfully submitted,

Sonora R. Miller
Library Director

YOUNGSTOWN FREE LIBRARY 2019	BUDGET 2019	Activity 09/01/2019 - 09/30/2019	Activity 10/01/2019 - 10/31/2019	Totals Year to Date	Remaining in Budget	% of Budget
					10/12 of Year = 83.3%	
REVENUE						
TOWN OF PORTER	\$80,219	\$0.00	\$0.00	\$80,219.00	\$0.00	100%
NIAGARA COUNTY YOUNGSTOWN VILLAGE	\$5,440	\$0.00	\$0.00	\$5,577.00	-\$137.00	103%
	\$1,000	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
LOCAL LIBRARY AID	\$1,420	\$1,293.00	\$0.00	\$1,436.00	-\$16.00	101%
LEGISLATIVE INITIATIVE	\$5,000	\$0.00	\$0.00	\$5,000.00	\$0.00	0%
FINES/ COPIER/ FAX	\$2,300	\$318.34	\$217.62	\$2,448.60	-\$148.60	106%
INTEREST	\$2,400	\$281.61	\$190.53	\$5,817.18	-\$3,417.18	242%
GIFTS	\$2,000	\$390.51	\$36.09	\$4,392.75	-\$2,392.75	220%
ANNUAL DRIVE	\$16,000	\$0.00	\$11,305.00	\$18,287.09	-\$2,287.09	114%
TRANSFER FROM LONG TERM PLANNING FUND - A/C UNITS	\$0	\$10,800.00	\$0.00	\$10,800.00	-\$10,800.00	#####
MOVE TO LONG TERM PLANNING - SPACE ACCOUNT	\$0	-\$10,800.00	\$0.00	-\$10,800.00	\$10,800.00	#####
MISCELLANEOUS	\$300	\$15.83	\$37.96	\$202.68	\$97.32	68%
GRANT FUNDS	\$0	\$0.00	\$0.00	\$500.00	-\$500.00	
TOTAL REVENUE	\$116,079	\$2,299.29	\$11,787.20	\$123,880.30	-\$7,801.30	#####

<u>EXPENDITURE</u>	BUDGET 2019	Activity 09/01/2019 - 09/30/2019	Activity 10/01/2019 - 10/31/2019	Totals Year to Date	Remaining in Budget	% of Budget
PERSONNEL						
						10/12 of Year = 83.3%
SALARIES (GROSS)	\$78,662	\$5,826.78	\$5,953.88	\$64,191.66	\$14,470.34	82%
HEALTH BENEFIT SOCIAL SECURITY & MEDICARE	\$4,000 \$6,324	\$307.70 \$469.28	\$307.70 \$479.02	\$3,384.70 \$5,169.60	\$615.30 \$1,154.04	85% 82%
CONTINUING EDUCATION & NETWORKING NEW YORK STATE DISABILITY & SUTA/FUTA WORKER'S COMPENSATION	\$500 \$500 \$500	\$0.00 \$104.31 \$0.00	\$0.00 \$10.22 \$0.00	\$21.61 \$343.40 \$143.45	\$478.39 \$156.60 \$356.55	4% 69% 29%
SALARIES (CHRISTMAS BONUS)	\$200	\$0.00	\$0.00	\$0.00	\$200.00	0%
TOTAL PERSONNEL	\$90,686	\$6,708.07	\$6,750.82	\$73,254.42	\$17,431.22	81%
LIBRARY MATERIALS						
AUDIO VISUAL MATERIALS	\$5,500	\$698.78	\$557.74	\$4,370.95	\$1,129.05	79%
BOOKS	\$11,000	\$71.98	-\$1,812.72	\$4,992.12	\$6,007.88	45%
COMPUTER SOFTWARE	\$200	\$0.00	\$0.00	\$0.00	\$200.00	0%
PURCHASES FROM GRANT/GIFT FUNDS		\$0.00	0	\$189.74	-\$189.74	
SUBSCRIPTIONS & LIBRARY MEMBERSHIPS	\$2,500	\$0.00	-\$4,105.31	\$6.87	\$2,493.13	0%
BOOK PROCESSING & SUPPLIES	\$1,600	\$0.15	\$36.20	\$1,579.19	\$20.81	99%
PROGRAMMING PUBLICITY & PROMOTION	\$800 \$600	\$141.70 \$0.00	-\$639.70 \$12.96	-\$445.71 \$104.17	\$1,245.71 \$495.83	-56% 17%
COPIER LEASE & USAGE	\$1,450	\$131.91	\$448.95	\$2,610.09	-\$1,160.09	180%
POSTAGE	\$280	\$4.00	\$4.00	\$66.55	\$213.45	24%
INTERNET/PHONE	\$550	\$133.74	\$134.51	\$1,327.60	-\$777.60	241%
TOTAL LIBRARY MATERIALS	\$24,480	\$1,182.26	-\$5,363.37	\$14,801.57	\$9,678.43	60%

OPERATING EXPENDITURE	BUDGET 2019	Activity 09/01/2019 - 09/30/2019	Activity 10/01/2019 - 10/31/2019	Totals Year to Date	Remaining in Budget	% of Budget
ALMS FEE	\$8,715	\$726.25	\$726.25	\$7,262.50	\$1,452.50	83%
OFFICE SUPPLIES	\$1,500	\$85.18	-\$244.02	\$1,298.49	\$201.51	87%
HOUSEKEEPING	\$150	\$22.69	\$4.34	\$153.37	-\$3.37	102%
INSURANCE	\$2,900	\$898.00	\$1,679.18	\$3,180.77	-\$280.77	110%
RENT	\$1	\$0.00	\$0.00	\$2.00	-\$1.00	200%
(SPACE)	\$2,000	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
COPIER LEASE & USAGE	\$1,450	-\$308.51	\$0.00	-\$308.51	\$1,758.51	-21%
POSTAGE	\$280	\$0.00	\$0.00	\$24.10	\$255.90	9%
INTERNET/PHONE	\$550	\$0.00	\$0.00	\$0.00	\$550.00	0%
TOTAL OPERATING	\$17,546	\$1,423.61	\$2,165.75	\$11,612.72	\$5,933.28	66%
CAPITAL EXPENDITURE						
TECHNOLOGY	\$1,750	\$0.00	\$751.22	\$751.22	\$998.78	43%
GIFT FROM FRIENDS FOR NEW STAFF COMPUTER	\$0	-\$800.00	\$0.00	-\$800.00	\$800.00	
LONG TERM PLANNING/OTHER - SPACE etc	\$450	\$10,800.00	\$0.00	\$11,100.00	-\$10,650.00	2467%
TRANSFER FROM LONG TERM PLANNING FUND - A/C UNITS	\$0	-\$10,800.00	\$0.00	-\$10,800.00	\$10,800.00	
EQUIPMENT-CHAIRS	\$0	\$0.00	\$0.00	\$911.18	-\$911.18	
GIFT FROM FRIENDS-CHAIRS	\$0	\$0.00	\$0.00	-\$911.18	\$911.18	
TOTAL CAPITAL EXPENDITURES	\$2,200	-\$800.00	\$751.22	\$251.22	\$1,948.78	11%

MISCELLANEOUS	BUDGET 2019	Activity 09/01/2019 - 09/30/2019	Activity 10/01/2019 - 10/31/2019	Totals Year to Date	Remaining in Budget	% of Budget
ACCOUNTING & PAYROLL SERVICES: (Total of 6 line-items below)	\$3,450	\$249.00	\$249.00	\$2,562.50	\$887.50	74%
1. MONTHLY BOOK-KEEPING & ACCOUNTING	\$2,580	\$215.00	\$215.00	\$2,192.00	\$388.00	85%
2. BI-WEEKLY PAYROLL INCL FED & STATE TAX PAYMENTS	\$260	\$34.00	\$34.00	\$357.50	-\$97.50	138%
3. MISCELLANEOUS - ACH FEES, OVERNIGHT POSTAGE etc.	\$124	\$0.00	\$0.00	\$13.00	\$111.00	10%
4. 990 PREPARATION & DEPRECIATION	\$400	\$0.00	\$0.00	\$0.00	\$400.00	0%
5. W-2 PREPARATION	\$40	\$0.00	\$0.00	\$0.00	\$40.00	0%
6. 1099 PREPARATION INVESTMENT & ADVISORY FEES	\$46	\$0.00	\$0.00	\$0.00	\$46.00	0%
PROFESSIONAL SERVICES - AUDIT etc	\$150	\$0.00	\$0.00	\$0.00	\$150.00	0%
PROFESSIONAL SERVICES - LEGAL etc	\$250	\$0.00	\$0.00	\$0.00	\$250.00	0%
	\$750	\$0.00	\$0.00	\$0.00	\$750.00	0%
BANK FEES & CHARGES	\$50	\$0.00	\$0.00	\$2.99	\$47.01	6%
MISC - OTHER	\$0	\$0.00	\$0.00	\$19.95	-\$19.95	
TOTAL MISCELLANEOUS	\$4,650	\$249.00	\$249.00	\$2,585.44	\$2,064.56	56%
TOTAL OPERATING EXPENDITURE	\$139,562	\$8,762.94	\$4,553.42	\$102,505.37	\$37,056.27	73%
Net Income (Loss)	-\$23,483	-\$6,463.65	\$7,233.78	\$21,374.93	-\$44,857.57	

**YOUNGSTOWN FREE LIBRARY
BALANCE SHEET
As at: October 31st, 2019**

ASSETS

Petty Cash	\$100.00
Key Bank Checking	\$30,122.22
Morgan Stanley - 178- Acct	\$237,827.22
Morgan Stanley (Scholarship)	\$2,539.03

TOTAL ASSETS	\$270,588.47
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FUND BALANCES

Unrestricted

General (Operating)	\$33,770.00
Long Term Plan	\$100,000.00
A/C Units	-\$10,800.00
Gifts /Grants	
Ortt Bullet Funds (promised in 2018)	\$5,000.00
Lions Club	\$250.00
Anonymous	\$150.00
NIOGA Summer Reading Grant	\$300.00
Children's Room Windows	-\$300.00
NYS Family Literacy Grant	\$200.00
Programing Supplies	-\$82.56
Total Unrestricted Funds	\$128,487.44

Restricted

Operating Reserve	\$139,562.00
Scholarship (Ruby Carey)	\$2,539.03
Gifts (with restrictions for use)	\$0.00
Gifts/Grants (Children's Room)	\$5,000.00
Total Restricted Fund Balance	\$142,101.03

<----- Reset to Operating
Expenditure Budget for 2019

TOTAL FUND BALANCES	\$270,588.47
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